

**CITY OF ZILLAH  
HELP WANTED**

The City of Zillah is now accepting applications through Friday, February 15, 2019 by 5:00 p.m., for two full-time, Seasonal Maintenance Positions. Employment will be from March through October. Minimum requirements: High School Diploma or GED, must have a valid Washington State Drivers License, ability to lift 50 lbs and be able to work in varying climatic conditions. Salary starting at \$13.57 per hour. Applications are available at Zillah City Hall, 503 First Avenue, Zillah, WA 98953. The City of Zillah is an Equal Opportunity Employer./s/Sharon Bounds, City Administrator.

**Posting Notices**

1/24/19 – 2/15/19

City Hall  
WWTP  
City Shop  
Cemetery Shop



## JOB INFORMATION

Jurisdiction: City of Zillah  
Job Title: Full-time Seasonal/Maintenance  
Employment Type: Full-time Seasonal, (8 Months, March-October)  
Salary: \$13.57 per hour  
Contact Information: Zillah City Hall, 503 First Avenue, Zillah, WA 98953, 509-829-5151  
Job Start Date: March 1, 2019

## JOB DESCRIPTION

This position is a seasonal full-time position (8 mos.). Essential duties include operating mower, weed eating, irrigating and other tasks as assigned. See job description for detailed information.

## DESIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent GED. Skill in operation of tools and equipment listed in job description. Must maintain a valid Washington State Driver's License. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Any equivalent combination of education and experience. Must be a Citizen of the United States.

## BENEFIT

**Sick Leave:** Sick leave accrual will be at the rate of one hour for each forty hours worked. Accrual benefits begin upon the employee's first day of employment but are not authorized to use until the 90<sup>th</sup> day of employment. Employees are entitled to carry over up to 40 hours of sick leave to the following calendar year.

**Cell Phone Stipend:** City of Zillah will pay a \$50 monthly stipend to full-time seasonal employees who use their personal cellular telephone to conduct city business as per City Communications policy.

# CITY OF ZILLAH POSITION DESCRIPTION

<b>JOB TITLE:</b>	Full Time Seasonal-Maintenance	<b>LOCATION:</b>	Zillah, WA
<b>DEPARTMENT:</b>	Public Works	<b>UNION:</b>	None
<b>REPORTS TO:</b>	Public Works Director	<b>REVISION DATE:</b>	2019

**GENERAL PURPOSE:**

Performs a variety of maintenance work in the operation and maintenance of the City.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Public Works Director.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Operates mower, weed eating, irrigating and other tasks as directed.

Insures the proper maintenance of equipment and tools by participating in cleaning and checking equipment and tools after use.

And other duties as assigned by the Public Works Director.

**PERIPHERAL DUTIES:**

None

**DESIRED MINIMUM QUALIFICATIONS:**

High school diploma or general education degree (GED equivalent), and

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Skill in operation of the listed tools and equipment.

**SPECIAL REQUIREMENTS:**

Valid Washington State Driver's license or ability to obtain one.

**TOOLS AND EQUIPMENT USED:**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, lawn mower, tamper, plate compactor, saws, pumps, compressors, sanders, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud in field setting, and moderately quiet in office settings.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# City of Zillah Application for Employment

**HUMAN RESOURCES  
USE ONLY**

City of Zillah  
PO Box 475, Zillah, WA 98953  
Phone #509-829-5151 FAX #509-829-5457

You must submit a separate Application for each position.  
Read the Position Opening Announcement to see if a  
Supplemental Questionnaire is required.  
**DO NOT submit a photograph of yourself.**

The City of Zillah is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

**Applicant:** Write the Position Title of the Job you are applying for here:

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph. ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)  Yes  No

Are you over the age of 18?  Yes  No

Do you have, or can you obtain, a valid Washington State Driver's License?  Yes  No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

## TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

## EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

## CRIMINAL CONVICTION

The City of Zillah is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  YES  NO

If Yes, Please Provide  
Details Regarding the  
Crime and the Sentence or  
Fine Imposed \_\_\_\_\_

## PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____	Employer _____	Phone ( ) _____
Name/Title _____	Employer _____	Phone ( ) _____
Name/Title _____	Employer _____	Phone ( ) _____

## SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Zillah is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Zillah is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Zillah interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Zillah, in consideration of the review of my employment application, do authorize the City of Zillah to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Zillah from any liability for future references it may provide regarding my work history at the City of Zillah.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Zillah's property, the City of Zillah is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_  
Name (Please Print) \_\_\_\_\_  
Signature \_\_\_\_\_



**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY**

**Name:** \_\_\_\_\_  
**Please Print** \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI  
**Job Name:** \_\_\_\_\_

**Are you a former or current City of Zillah Employee?**

Yes  No If Yes, please tell us:

When you worked \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Supervisor \_\_\_\_\_

**Having a relative employed by the City of Zillah will not necessarily bar you from employment.**

Do you have any relatives employed by the [Member name]?  Yes  No

If yes, Please list their name/s and relationship/s \_\_\_\_\_

**We would appreciate completion of the information below. This is entirely voluntary. The City of Zillah is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.**

Sex  Female  Male

Ethnic Category (Check one)  Caucasian  African American  Hispanic or Latino  Asian

Native Hawaiian or Other Pacific Islander  Alaskan Indian  Native

American  Two or More Races  Other \_\_\_\_\_

**Please tell us how you learned of this opening by circling the number of the source**

- |                                        |                                                  |
|----------------------------------------|--------------------------------------------------|
| 1. Local Media _____                   | 7. Library _____                                 |
| 2. [Member] (Jobline/TV/Walk in) _____ | 8. School/College _____                          |
| 3. Internet (general) _____            | 9. Friend/Relative _____                         |
| 4. Jobs Available _____                | 10. [Member] Employee _____                      |
| 5. AWC Job Net _____                   | 11. Professional Publication/Internet Site _____ |
| 6. Municipal Office _____              | 12. Law Enforcement Digest _____                 |
|                                        | 13. Other _____                                  |

**APPLICATION ASSEMBLY and HIRING PROCESS:**

**Assemble application materials in this order: 1: City of Zillah Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the **LAST PAGE** as it will be removed. **Staple everything together in the top left corner.****

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

***Thank you for considering us as your prospective employer.***